ADUR & WORTHING
COUNCILS

Planning Application Guidance Note

Vehicular Access

Notes for guidance for householders when submitting a planning application for vehicular accesses and hardstandings.

For single dwelling houses, vehicular accesses to roads classified A, B and C will require an application for planning permission as will impermeable hardstandings which do not meet the criteria for 'permitted development'. Advice on whether a hardstanding will require planning permission can be found at the Planning Portal at https://interactive.planningportal.co.uk/ Advice on which roads are classified A, B and C can be obtained from West Sussex County Council as the Highway Authority (https://www.westsussex.gov.uk/planning/local-land-charges/local-land-charges-map/ .

Planning applications can be made electronically through the Planning Portal https://www.planningportal.co.uk/apply You can also download paper copies of the form to fill out by hand https://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms/#app-by-post and email to planning@adur-worthing.gov.uk or post to the address at the end of this guidance.

This information sheet is to assist you in submitting your application. It sets out the details of plans and information to be submitted in connection with your application.

You will need to provide the following:-

1. The fully completed Householder Application Form.

   NOTES ON CERTIFICATE OF OWNERSHIP (part 11 of the application form)

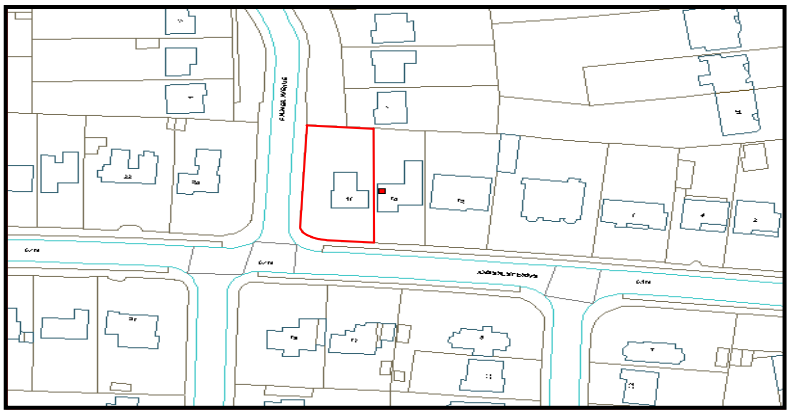
   Certificate 'A' is applicable if the applicant is the ONLY owner of ALL of the land to which the application relates. Certificate 'A' is included in the Householder Application Form.

   Certificate 'B' is applicable if the applicant is NOT the owner of all of the land to which the application relates and a formal NOTICE must be served on the OWNERS of the land. Certificate ' B' is included in the Householder Application Form.

   The appropriate form for the NOTICE is available from the Planning Section or on line on the Council's Website Homepage. www.adur-worthing.gov.uk/planning-forms

   The appropriate Certificate must be completed together with the Agricultural Holding Certificate.

2. A site location plan to a scale of 1:1250 with the curtilage (boundary) of the site edged in RED. Example below.



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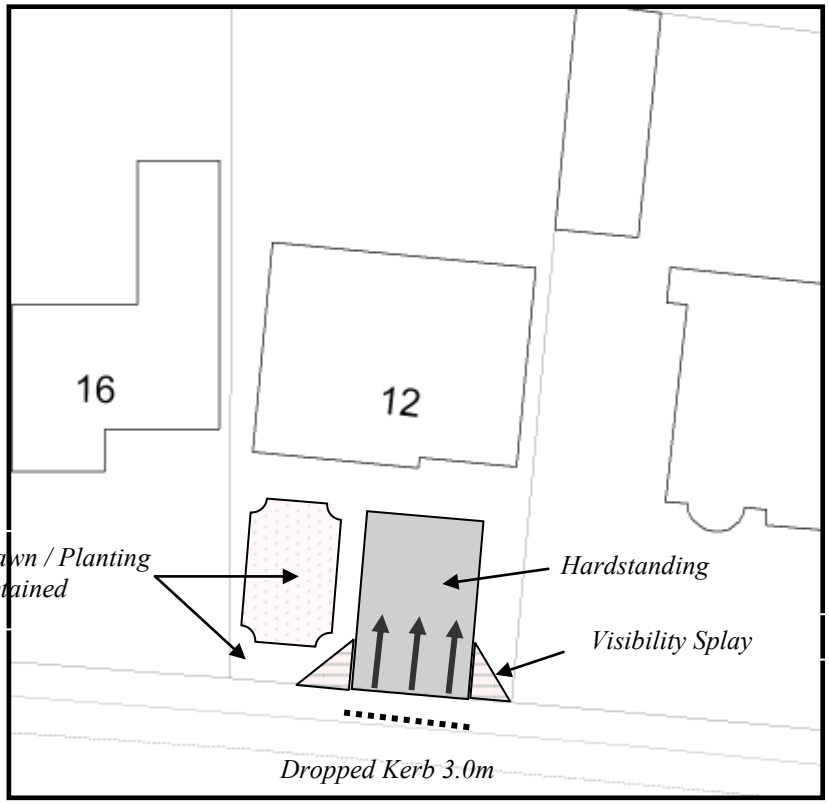
You can buy copies of these plans at a number of different places, details of which are in the 'Other useful contacts' box at the end of this guidance.

3. A copy of a layout plan to a scale of 1:100 or 1:200 showing the extent of the proposed works in relation to site boundaries and the highway and should include features within the site. This should show the exact position and dimensions of the vehicular access and hardstanding (or parking space), the materials to be used, the direction of the flow of surface water run-off, and planting and landscaping.



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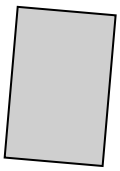

Hardstanding - Identify the type of surface material to be used for the hardstanding. Permeable materials such as most block paving may not require planning permission. Further guidance on types of appropriate surface material can be found here:- www.communities.gov.uk/documents/planningandbuilding/pdf/pavingfrontgardens.pdf

Direction of Surface Water Run-off – You should ensure the hardstanding is designed so that surface water is directed to a garden or planted area, or a trapped gully and soakaway within the curtilage of the property.

Dropped Kerb – Normally a single car vehicular access should be no wider than 3.0 metres. Irrespective of the need for planning permission the separate consent of West Sussex County Council as the Highway Authority will be required: www.westsussex.gov.uk/leisure/getting_around_west_sussex/roads_and_pathways/maintenance_of_roads_and/pavements.aspx#Droppedkerbsorcrossovers

Pedestrian Visibility Splays – Drivers of vehicles leaving the site should have adequate visibility of pedestrians on the footway. Normally an area 2 metres x 2 metres within the site should be retained free of obstructions over 60 cm in height.

Please note: All plans must be drawn to metric measurements.

4. Most applications will require a fee. You can calculate the fee for your application on the Planning Portal https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7

Payments can be made by cheque or by phoning the Planning Section on 01903 221065 Monday to Friday between 10am and 4 pm to pay by debit or credit card. Cheques should be made payable to
Adur District Council (for applications that relate to properties in Adur) or
Worthing Borough Council (for applications which relate to Worthing)

Please send your completed application to Adur and Worthing Councils, Development Management, Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS or via e-mail:- planning@adur-worthing.gov.uk

If the application is not satisfactorily completed or drawings are omitted it will be returned to you for amendment or further information causing delay in the consideration of your application.

Should you require further clarification or additional information, please email : planning@adur-worthing.gov.uk

Other useful numbers:

Ordnance Survey
https://www.ordnancesurvey.co.uk/blog/2011/07/how-to-get-maps-for-a-planning-application/

Buying 1:1250 Site Location Plans and 1:500 / 1:200 Block Plans:

The Planning Portal
https://www.planningportal.co.uk/buyplans

Ordnance Survey– OS Partners and outlets
https://www.ordnancesurvey.co.uk/resources/planning-application-maps.html

To obtain a Highways Licence for the work:

West Sussex County Council Highways
https://www.westsussex.gov.uk/roads-and-travel/highway-licences/dropped-kerbs-or-crossovers-for-driveways-licence/
Local Area office 01243 642105

Locating a professional:

Royal Institute of British Architects
https://www.architecture.com

Royal Institute of Chartered Surveyors
https://www.rics.org

Institute of Highway Engineers
https://www.theihe.org

British Institute of Landscape Industries
https://www.bali.org.uk
024 7669 0333 or email contact@bali.org.uk

Federation of Master Builders
https://www.fmb.org.uk/find-a-builder/

Checkatrade
https://www.checkatrade.com